

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	V Expenditures	EFFECTIVE DATE:	July 1, 1993
SUB-SECTION:	5 - Holding a Payment	REVISION DATE:	July 1, 1993
SUBJECT:	Policy	PAGE:	1 of 1

HOLDING A PAYMENT

If an agency needs to prevent an individual check from being cut, the payment can be put on hold on the Voucher Scheduling Table (SCHD). This is accomplished by scanning for the payment voucher and changing the Hold Ind field to "H" using the change action. The voucher can later be taken off hold and scheduled for payment when appropriate.
